

Defense Intelligence Senior Executive Service (DISES)
Position Vacancy Announcement
For the
National Geospatial-Intelligence Agency

Announcement No. HQ NGA DISES 2007-06

Opening Date: 20 April 2007

Closing Date: 21 May 2007

Position Title/Series: Chief, Program and Budget Division/Series IE-0501

Number of Vacancies: 1

Salary Range: \$111,676 - \$154,600

Location: National Geospatial-Intelligence Agency (NGA)
Financial Management Directorate
Program and Budget Division
Bethesda, MD

Area of Consideration: All Sources

How to Apply: TO BE CONSIDERED FOR THIS POSITION, FOLLOW THE DIRECTIONS BELOW. To receive ***FULL*** consideration, mail or hand deliver an ***original and four stapled copies*** of your current application. You must identify the position vacancy announcement number. There is no application of preference, therefore, an Application for Federal Employment (SF-171); Application for Federal Employment (OF-612); or a resume may be used. **Certain information is required** to be submitted, e.g., full name, mailing address, phone numbers, e-mail address, social security number, country of citizenship, education and work experience, salary history, and highest federal civilian grade held. Permanently attach all components of each application package. Please do not place application materials inside report covers or folders, or submit documents not specifically requested, as they will not be used in the evaluation process. **Faxed or e-mailed applications cannot be accepted.** Applicants will be rated and ranked by an agency Qualifications Review Board using only the information submitted for consideration. Applicants who do not separately address the Executive Core Qualifications and document their demonstrated experience, training, and/or education in support of the Technical Qualifications will be ineligible for further consideration. Failure to provide all the required information and copies could result in an ineligible rating. Incomplete applications will not be considered.

Special note - - Current DISES, Senior Executive Service (SES) and Senior Intelligence Service (SIS) employees are not required to submit documentation of your Executive Core Qualifications (ECQs) since you have already demonstrated your ECQs. However, you must submit documentation to address your competencies in the area under the "Technical Qualifications." (All other candidates must submit all required paperwork.)

**Submit your application to: National Geospatial-Intelligence Agency
HDE, Mail Stop D-49, Room 176
4600 Sangamore Road
Bethesda, MD 20816-5003**

Applications must be received by the closing date. A postmark will ***NOT*** prevail. Applications will ***NOT*** be returned. Please reference announcement number shown above.

Basic Duties and Responsibilities: The Chief, Program and Budget Division (FMR) is a principal authority for the Agency in the areas of programming and budget, and assists the Chief Financial Executive (CFE) and Comptroller in planning, formulation, establishment, and/or analysis of significant resource plans for NGA. Incumbent is responsible for providing expert advice to the Director, NGA; the Deputy Director; Key Component Directors; the CFE; Comptroller, and other management officials. The incumbent serves as a fully participating technical advisor to the Director and other key officials of NGA in the planning, formulation, establishment, and/or analysis of significant resource and management plans, policies, and decision making actions. This includes resolution of problems on highly complex, controversial, or precedent setting matters which have critical bearing on the accomplishment of current or future operations. The incumbent exercises authority and responsibility for planning, organizing, directing, and implementing an integrated resource and financial management strategy. This includes leading analysis of program plans and budget proposals, guiding the integration of financial information with NGA's strategic objectives; serving as a principal referent for resource planning, working with IC and all NGA elements; and representing NGA in external resource oversight, and management forums. Key processes managed include development and justification of the Intelligence Program Objective Memorandum, budget formulation, and justification.

Qualification Requirements: Eligibility for this executive level position will be based upon a clear demonstration that the applicant has experience of the scope and quality sufficient to effectively carry out the assignments of the position. The successful applicants will be distinguished from other applicants by a review of the following Executive Core Qualifications (ECQs) and Technical Qualifications. Failure to meet a Qualification requirement will disqualify an applicant. Use an **Activities/Context/Outcome Approach** when describing your ECQs and keep in mind that reviewers will be looking for specific job-related activities and they will be interested in the context and outcomes of these activities. First, identify specific job-related activities (e.g., leadership, planning, acquiring a diverse workforce, budgeting) in which you participated and describe your actions. Next describe the context or environment within which you performed these actions. Mention other individuals or groups involved in the activity (e.g., client groups, members of Congress, individuals in other organizations). Lastly, state the outcomes of your actions. These indicate the quality and effectiveness of your performance and demonstrate your ability to achieve results, a key requirement of executive positions. Start your qualification statements with a brief summary of your managerial experience before individually addressing each of the five ECQs. Because the “(6) **Fundamental Competencies**” are cross-cutting, they should be addressed over the course of the applicants ECQ narrative. It is not necessary to address them separately as long as the narrative, in its totality, shows mastery of these competencies on the whole.

ECQs and their key characteristics: (Include as separate attachment **one page maximum per ECQ**)

(1) Leading Change:

This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. Competencies include:

- ***Creativity and Innovation*** - Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- ***External Awareness*** - Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
- ***Flexibility*** - Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
- ***Resilience*** - Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- ***Strategic Thinking*** - Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

- **Vision** - Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

(2) Leading People:

This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Competencies include:

- **Conflict Management** - Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
- **Leveraging Diversity** - Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
- **Developing Others** - Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Team Building** - Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

(3) Results Driven:

This core qualification stresses involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. Competencies include:

- **Accountability** - Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
- **Customer Service** - Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.
- **Decisiveness** - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
- **Entrepreneurship** - Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
- **Problem Solving** - Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Technical Credibility** - Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

(4) Business Acumen:

This core qualification involves the ability to manage human, financial, material, and information resources strategically. Competencies include:

- **Financial Management** - Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
- **Human Capital Management** - Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.
- **Technology Management** - Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

(5) Building Coalitions:

This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. Competencies include:

- **Partnering** - Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

- **Political Savvy** – Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
- **Influencing/Negotiating** – Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

(6) Fundamental Competencies:

These competencies are the foundation for success in each of the Executive Core Qualifications and include:

- **Interpersonal Skills** – Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
- **Oral Communication** – Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
- **Integrity/Honesty** – Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
- **Written Communication** – Writes in a clear, concise, organized, and convincing manner for the intended audience.
- **Continual Learning** – Assesses and recognizes own strengths and weaknesses; pursues self development.
- **Public Service Motivation** – Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

Position Demands: This executive level position requires experience in budget planning and formulation or government financial management. Incumbent must be able to collaborate with Intelligence Community and Department of Defense partners on budget integration, formulation, and programming issues. Educational background to include a bachelor's degree or higher in business administration, budget, or finance is desired.

Technical Qualifications (TQs): (Include as separate attachments, **one page maximum per TQ**) In addition to the five Executive Core Qualifications which are mandatory for all executive level positions, the employee occupying this position must possess:

1. Thorough knowledge/understanding of the roles, mission, functions, and organizational structure of NGA.
2. Working knowledge of the roles, mission functions, and organizational structure of the Intelligence Community, the Office of the Director of National Intelligence, and the Department of Defense.
3. Detailed technical knowledge and comprehensive experience in the DoD and IC Planning, Programming, and Budget systems, including leading the building of the budget for an agency or complex program.
4. Ability to administer, coordinate, and direct activities in the areas of programming and budgeting.
5. Ability to plan, control, and manage an integrated resource management system
6. Ability to train and direct career development activities of financial management personnel to ensure a competent staff is available to support customers.

Evaluation Methods: Applicants will be evaluated based on job-related criteria identified under the Qualification Requirements by a screening panel of senior representatives with functional backgrounds relevant to this position. Interviews may be conducted.

Security Clearance and Access Level: This position requires access to classified Defense Department and Intelligence Community information. The individual selected must already possess, or be immediately eligible for, a TOP SECRET security clearance and access to Sensitive Compartmented Information. U.S. citizenship is required for the granting of a security clearance.

Other Requirements:

1. Applicant selected for this position is subject to the completion of a one-year probationary period in conjunction with the appointment at the DISES level. (Applicants selected from outside NGA are subject to the completion of a two-year probationary period associated with their initial appointment to the Agency.)
2. This position is covered under the Ethics in Government Act of 1978 (P.L. 95-521). Incumbent will be required to file an Executive Personnel Financial Disclosure Report (SF-278) with the NGA Office of General Counsel.
3. State the lowest pay you will accept and your current total salary.
4. Provide the name, address, and telephone number of three references to substantiate your qualifications.
5. Employment is subject to requirements of the NGA Drug Testing Program.

Other Information:

1. Veteran's preference does not apply to the Senior Executive Service.
2. Copies of this announcement and other general information may be obtained through the NGA Website or OPM's USAJobs, or by calling (301) 227-2531/2877 or DSN 287-2531/2877.
3. Applications will not be returned.
4. Use of postage paid Government agency envelopes to file job applications is a violation of Federal law and regulation.
5. Please identify how you became aware of this vacancy, e.g., opm.gov, The Washington Post, NGA Web Page, employee, etc.

The National Geospatial-Intelligence Agency is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, age, religion, color, national origin, sex, marital status, sexual orientation, handicap, lawful political affiliation, or any other non-merit factor. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.